



Instructions for Obtaining a DUNS Number and SAM's Registration

DUNS Number

If you are an existing business and already have a DUNS number at your current location, you do not need to obtain another one.

DUNS stands for Data Universal Numbering System. A DUNS is a unique nine-digit identification number provided by Dun and Bradstreet (D&B). All program participants must have a DUNS number. This requirement is part of the Patriot Act and the federal government's determination that there is a need for improved statistical reporting for businesses that receive federal funds, such as the Manchester Small Business Resiliency Grant funds. There is no cost to obtain a DUNS number and it can be easily obtained at the website address listed below.

DUNS numbers are site-specific. Therefore, if your business has more than one location, you may have more than one DUNS number. If you are not sure if you have a DUNS number or if you have misplaced the number you can search the website. If it is determined that you do not have a DUNS number, you will be requested to enter certain information about your business and will be assigned a number, free of charge. Self-employed applicants are also eligible for DUNS. The process to get a DUNS is relatively easy and quick.

You can request a DUNS number online at the following web address:

<http://fedgov.dnb.com/webform/displayHomePage.do> (when you get to the home page, click on "Click here to request your D-U-N-S Number via the Web" option)

SAM Registration

Once you have a DUNS Number for your business, you can get a SAM Registration. Getting your SAM Registration is free of charge. *It should take about one hour to fill out the SAM Registration information in the portal.*

To get a SAM registration, follow these instructions:

1. Go to www.sam.gov
2. Click in Log In and Create a New Account.
3. Once you Log In, select Entity Registrations from the sub-navigation menu on the My SAM page.

4. Select Register New Entity from the Entity Registrations menu.
5. Select Start Registration.
6. In Purpose of Registration select "Business or Organization" and "I only want to apply for federal assistance opportunities like grants, loans, and other financial assistance programs".
7. Please fill out the information necessary in "Core Data", "Representations and Certifications", "Points of Contact", and "Submit Registration".

This video can help you <https://www.youtube.com/watch?v=9VPGVYPvch4>

8. Select Submit at the very end. You will see a confirmation message.
9. You must fill out the information in the letter below and get it notarized.

The program can assist you in notarizing and mailing the letter free of charge. Please, contact Julia Vieira at 603-792-6725 and bring your letter to the City of Manchester Planning and Community Development Department (City Hall, Annex building, 2nd floor)

10. Mail the original, signed notarized letter to the following address. Failure to do so within 30 days of activation may result in the registration no longer being active.

ATTN: SAM.GOV REGISTRATION PROCESSING
460 INDUSTRIAL BLVD
LONDON, KY 40741-7285
UNITED STATES OF AMERICA

Date: _____

Purpose of Letter

The purpose of this letter is to formally appoint an Entity Administrator for the named Entity and to attest to the accuracy of the information contained in the entity registration.

Designation of Entity Administrator

I, _____ [Name and Title of Signatory], the below signed individual, hereby confirm that the appointed Entity Administrator is an authorized officer, agent, or representative of the Entity. This letter authorizes the appointed Entity Administrator to manage the Entity's registration record, its associated users, and their roles to the Entity, in the System for Award Management (SAM).

Entity Covered by this Letter

DUNS® Number: _____

Legal Business Name: _____

Physical Address: _____

Entity Administrator Contact Information

Full Name: _____

Phone Number: _____

Email Address: _____

**The Entity Administrator must have an individual user account in SAM associated with the email address listed.*

Account Administration Preference (ONLY CHOOSE ONE)

You must choose **ONE** of the two following statements by checking the applicable box.

Remember, there is no cost to register in SAM -- it is free. However, if you choose to have a third-party agent administer your SAM registration, with or without an associated fee, you must check the Third-Party Agent Designation box below.

☐ Self-Administration Confirmation

For the purpose of registering with the United States Government through the online System for Award Management (SAM), I do not authorize any third party to act on behalf of the Entity listed above. I have checked the Self-Administration Confirmation box to indicate that the designated Entity Administrator is not a third-party agent. The entity administrator is directly affiliated with the entity being registered.

☐ **Third-Party Agent Designation**

For the purpose of registering with the United States Government through the online System for Award Management (SAM), I, the below signed, do hereby authorize the following person who is not directly affiliated with the Entity listed above, to act on behalf of the Entity:

[insert full name, phone number, address, and email address of the Third-Party Agent] (Designated Third-Party Agent). This authorization permits the Designated Third-Party Agent to conduct all normal, common business functions within SAM while binding the signatory to all actions conducted and representations made as a result of authorization granted herein. I have checked the Third-Party Agent Designation box and completed the above information to indicate that the designated Entity Administrator is a third-party agent.

Attestation

I, the below-signed, attest to the following:

- All information contained in this letter is complete and accurate.
- The designated Entity Administrator listed above has an individual SAM User Account created with the email address provided in this letter.
- The banking information provided for Electronic Funds Transfer on the Financial Information Page in the SAM.gov registration for the Entity above is correct and accurate.

Respectfully,

X_____ (SIGNATURE)

[Insert Full Name of Signatory]

[Insert Title of Signatory, e.g. Managing Partner, Owner]

[Insert Email of Signatory]

[Insert Entity Legal Business Name]

[Insert Entity Physical Address]

TO BE COMPLETED BY NOTARY

(in accordance with State notary requirements)

State of _____

County of _____

This instrument was acknowledged before me this ____ day of _____ (month), _____
(year), by _____ (name of officer or agent, title or officer
or agent) of _____ (name of entity).

_____ Personally Known

_____ Produced Identification

Type of ID and Number on ID _____

(Seal)

Signature of Notary

Name of Notary

(Typed, Stamped or Printed)

Notary Public, State of _____